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24 April 1962

MEMORANDUM FOR: Chief, Document Division, CR
FROM : Staff Assistant, Document Division, CR
SUBJECT : Utilization of AFCIN Minicoding for Intellofax

A. PROBLEM

To determine whether CIA should continue to utilize AFCIN coding of Air Information reports for Intellofax.

B. FACTS

1. Mechanical conversion of Minicodes to Intellofax was possible at minimal cost when AFCIN coding was accepted for Intellofax (1959).
2. Subsequent changes in the Intellofax and Minicard Systems (1960 and 1961 respectively) have increased processing time and manpower to prepare Air reports for Intellofax and have required separate procedures for input and retrieval of them in the Intellofax System.
3. The volume of Air reports for Intellofax input has decreased.
4. Air Information reports are not available in the Aperture and Intellofax Files for 8-9 weeks as opposed to 2-3 weeks for other sources.

C. DISCUSSION

1. AFCIN coding was considered compatible with CIA coding when it was accepted for Intellofax input. Although all entries in the Minicard were not identical to Intellofax, they could be mechanically converted. This benefit of mechanical translation of Minicodes obviated handling of Air reports by the Document Division indexers, except for spot review, and provided the Division 2 analysts (GS-9) for other coding; the conversion process cost the Machine Division $\frac{1}{2}$ clerk (GS-5).

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-2-

2. Incorporation of some features of Minicard in Intellofax, e.g., clear text and tags and the introduction of the Dictionary to control input and retrieval coupled with AFCIN's extension of clear text without dictionary control of input have created additional work and special procedures in the Document Division and in the Machine Division.

- a. Document Division: Codes can no longer be mechanically converted without some revision of the code sheets.

The Chief of the Indexing Section (GS-12), who is knowledgeable in Minicard techniques, revises the code sheets in preparation for Machine Division. Revisions made by him are explained in Tab A. These changes are for the most part accomplished without reading the document on the original premise that Air Force subject and area coding is basically reliable and that the reviewer is thoroughly familiar with the general content and format of Air Force reporting. While this operation is less time consuming than actual coding, it requires a degree of concentration and skill not required in straight coding. Errors due to oversight make this operation less reliable than actual coding. Review of 35 information reports can be done in approximately 2 hours (1/4 man - GS-12) while coding would require about 4 hours (1/2 man - GS-9).

Air Force does not prepare a title expansion or abstract for Minicard; thus there has been none on our Intellofax cards. If coded by us, a title expansion would be prepared as on any other report.

- b. Machine Division: Processing steps to convert Minicodes to Intellofax have increased five-fold and manpower has doubled.

Initially the translation of the codes involved an average of 60 programmed steps most of which were concerned with the conversion of the USIB area code used in Minicard to the AMS code used in Intellofax and certain bibliographic features not identical in the two systems e.g., security classification, date entry, source. This cost the Machine Division 1/2 man (GS-5).

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~~CONFIDENTIAL~~

-3-

With the adoption of the revised ISC and the Intellofax System, which offers greater selectivity in retrieval by the use of additional coding schedules (subject and area clear text modifiers), a more complex machine procedure (average of 250 steps) is necessary for the dephrasing of the Minicard codes and the re-marriage of these codes into retrievable form for use in Unit Record Equipment. Manpower cost is now $1\frac{1}{2}$ men (GS-5).

A separate retrieval search for Air Information reports is required in each Intellofax run which results in slower and less efficient service.

3. The volume of Air Information reports has decreased from 125 to 60 per day. This decrease is due to the change in Air Force collection and reporting requirements. When Air coding was accepted, all Air reports were converted to Intellofax although subjects of some reports fell within our Modex Standards. Current application of Modex Standards to Air reports results in selection of about 35 of the 60 received each day.
4. The time factor in processing Air reports for Intellofax has become crucial. Copies for dissemination are received on a timely basis; but the coded copy with code sheet follows about 6 weeks later. This necessitates a time-consuming check system or the tolerance of about a 5% error in accounting for receipt. of code sheets against dissemination copies. Because use of the reel and flash number in the processing of both the Aperture and Intellofax cards necessitates microfilming after revision of the code sheet, Air reports are not available in the Aperture and Intellofax files for 8-9 weeks as opposed to 2-3 weeks for other sources.

D. CONCLUSIONS

1. Changes in the Minicard and Intellofax systems have lessened the compatibility of the two coding products.
2. The small volume of Air reports does not warrant a unique procedure to input and retrieve Air reports from the Intellofax System.
3. The 9-week delay in processing Air reports into the Aperture and Intellofax files is harmful to our system.

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-4-

4. Coding, including title expansion, would be less expensive and would provide a more reliable product in our system.
5. Processing requirements in both the Document and the Machine Divisions are partially responsible for the problems with which we have been beset.

E. RECOMMENDATION

That Air Information reports be coded by the Document Division and conversion for Intellofax be discontinued.



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Attachment - 1
Tab A - Revision of Minicard Code Sheets

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ATTACHMENT

Tab A

DOCUMENT DIVISION

Revision of Minicard Code Sheets

The changes in Minicoding which must be made in order to convert the codes for Intellofax fall into the following categories:

1. Area Conversion

The areas themselves are automatically converted, but the area tags require manual conversion in all cases in which the Air Force uses main (2 tag) and related areas (R tag) where Intellofax requires 6 and 7 tags.

2. Deletion of Code Words Not Used by Intellofax

The names of companies and installations, latitude and longitude, must be crossed off the code sheet. Continuations of place names are also removed.

3. Clear Text Not Compatible with Intellofax

Intellofax requires that all clear text abbreviations correspond to those in the ISC Dictionary. Minicode clear text often requires changing in order to assure compatibility.

4. Mixing of Codes and Modifiers Which Would Lead to False Drops in Intellofax

The Minicode system of designating the relationship between codes and modifiers by use of the first digit of the code in the modifier field, e.g., code: 617.460, modifier: M600032, results in false drops in Intellofax unless each separate code and its corresponding modifiers are placed in a separate phrase. This re-phrasing is a tedious processing which often results in complete re-coding of the documents.

5. Mixing of Subject Codes Which Require Different Area Tags in the Same Phrase

This problem is similar to the one outlined in #4, and also requires rephrasing of the codes.

6. Clerical Errors

Clerical errors are corrected when the Minicode sheets are reviewed, however, there are few errors of this type.

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